

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
GRANT, DONATION, OR OTHER FUNDING POLICY
Dated March 7, 2010

SECTION I. PURPOSE

The purpose of this policy is to establish the process for receiving any grants, donations, or other funding from any person, corporation, municipality, government, or other entity in accordance with the Little Traverse Bay Bands of Odawa Indians Tribal Constitution, Article VII (d) 20.

SECTION II. DEFINITIONS

- A.** “Certified Motion” means a motion that is passed by Tribal Council and has been certified by the Legislative Leader and Tribal Secretary.
- B.** “Committee” means the Appropriations and Finance Standing Committee of the Tribal Council.
- C.** “Funding Request” means any requested funding by a governmental division from any person, corporation, municipality, government or other entity.
- D.** “Governmental Divisions” means the three branches of government: Legislative, Executive and Judiciary; and the following: Prosecutor and Election Board.
- E.** “Required Signature(s)” means the appropriate signature and approval within the Governmental Division.
- F.** “Tribal Council” means the elected Legislative body of the Tribe.
- G.** “General Fund” dollars are those funds that are derived from revenues that are not restricted for use by a grantor and their use is designated and appropriated by the Tribal Council.
- H.** “Special Purpose funds” are those funds which are given a specific use by contract or grantor or are considered cost recovery funds.
- I.** “Cost recovery funds” are funds for costs that are recovered from both general funds and grant funds on a per item or percentage charge.
- J.** “Prior Period funds” are general funds not expended in a given budget year that are rolled over into the general fund balance for appropriation in subsequent years.

SECTION III. REQUESTS FOR GRANT, DONATION OR OTHER FUNDING

A. All funding requests for general fund dollars shall be submitted to the Legislative Office to be forwarded to the Committee for review and recommendation prior to being submitted to the Tribal Council.

1. All requests shall include the following information:
 - a. The governmental division requesting the funding;
 - b. The purpose or reason for the requested funding;
 - c. The Deadline if applicable;
 - d. Funding period;
 - e. A brief narrative;
 - f. The amount being requested;
 - g. Recommendation by the Appropriate Authority along with signature;
 - h. Recommendation by the CFO along with signature.
2. Appropriate Authority shall be the following:
 - a. If from the Executive division the Tribal Chairperson, Vice Chairperson, or Tribal Administrator
 - b. If from the Judiciary the Chief Judge or Associate Judge
 - c. If from Legislative the Legislative Leader
 - d. If from the Prosecutor the Prosecutor
 - e. If from Election Board the Chairperson of the Board
3. All requests must be received three (3) business days prior to a Regular Meeting of the Committee.
4. Special Committee meetings may be called for emergency funding requests.

B. For requests for funding from grants and contracts from federal, state and local governments or private foundations and 501(c) 3 organizations.

1. The grant writer shall review all funding opportunities for all divisions and determine the Tribe's eligibility for such funding.
2. If eligible to receive the funding a grant writer or compliance officer shall prepare a summary of the funding to include the following:
 - a. The governmental division requesting the funding;
 - b. The purpose or reason for the requested funding;
 - c. The Deadline if applicable;

- d. The funding agency;
- e. Funding period;
- f. Statement of any matching or in-kind funds required;
- g. A brief narrative;
- h. The amount being requested;
- i. Recommendation by the Appropriate Authority along with signature;
- j. Recommendation from the CFO along with signature.

2. Appropriate authority shall be the following:

- a. If from the Executive division the Tribal Chairperson, Vice Chairperson, or Tribal Administrator
- b. If from the Judiciary the Chief Judge or Associate Judge
- c. If from Legislative the Legislative Leader
- d. If from the Prosecutor the Prosecutor
- e. If from Election Board the Chairperson of the Board

3. A grant writer shall prepare a Certified Motion that contains the name of the grantor, the term of the grant and the authorization for document execution, along with a Request for Tribal Council Action to be place on the Tribal Council Agenda.

C. Grants and contracts awarded without application from the Tribe.

Occasionally the Tribe is awarded funds from federal, state, tribal agencies, such as ITC (Inter-Tribal Council) and other foundations without an application or request for funding. Any funds \$5,000.00 or less the Executive or other government division head will accept these funds with notification to the Tribal Council when they are within the general scope of services provided by the division. If the amount of the funding exceeds \$5,000.00 then a Certified Motion shall be prepared for Tribal Council approval by the Executive or other government division head.

D. Grants and contract award modifications.

Frequently grants and contracts are modified by the grantor as to the amount of funding. These modifications will be accepted as per C above.

E. Donations received by the Tribe.

When funds are received as a donation to the Tribe for a designated purpose the funds shall be deposited to the Tribes accounts and the program designated by the donor; (If no designation then, to the general fund.) Tribal Council shall be informed of the donation received, if Tribal Council wishes to reject the donation

the Executive shall be notified to return the funds to the donor by Tribal Council motion or resolution.

F. Reimbursements received by the Tribe.

Tribal programs are frequently reimbursed for various cost items by other agencies. Most commonly, travel costs are reimbursed for attendance at various events and conferences. These funds will be deposited into the Tribe's accounts against the expense item being reimbursed in the program that the cost was originally paid from. Detention costs for youth are reimbursed and will be deposited against the program that records the original cost. Detention costs for adults recouped from the individuals will also be placed in the same account.

G. Other Revenues received by the Tribe.

There are other miscellaneous and program revenues received by the Tribe on a regular basis such as program revenues, third party billing revenues, lease revenues, hotel fees, rents, sales of merchandise, advertising, licensing fees, and fines and fees etc. These receipts will be deposited into the Tribe's general fund to be appropriated by Tribal Council, except where Tribal Council has already taken official action to approve automatic deposits into appropriate program accounts, or where grant requirements as verified by the CFO dictate allowable expenditures of such funds.

SECTION IV. RECOMMENDATIONS BY THE COMMITTEE

- A. All requests for funding for general funds shall be presented first to the Committee for approval or rejection prior to being presented to the Tribal Council.
- B. The Committee shall make recommendations on funding requests or rejections of such requests for funding and shall make same known to Tribal Council at its regular meeting.
- C. Tribal Council shall approve or disapprove recommendations of the Committee by a majority vote of Tribal Council members.

SECTION V. REPORTING OF REQUESTED FUNDING

- A. The grant writer shall provide a monthly report to the Tribal Chairperson and any other Appropriate Authority on the status of all grant and contract applications. The report shall specify the date applied for, whether the funds were awarded or not, the amount of the award if applicable, expected funding period and likelihood of continuation funding.

B. The monthly expenditure report for all divisions shall reflect the expenditures of each grant, budget (award amount) and remaining funding as well as all general fund supported programs budget, expenditures, and amounts remaining.

C. The report shall contain information regarding any non-compliance with grant/contract requirements or deviation of intent of programs.

D. The Committee shall forward any recommendations, suggestions or concerns on the requested funding to the Tribal Council.

E. The Committee may request additional information from the governmental division in regards to the requested funding, if appropriate.

SECTION VI. REPEALING OF PRIOR POLICIES

Any and all previous Grant, Donation, or Other Funding Policies shall be repealed by this Policy and any future amendments to this policy.

SECTION VI. SAVINGS CLAUSE

In the event that any phrase, provision, part, paragraph, subsection or section of this policy is found by a court of competent jurisdiction to violate the Constitution, laws or ordinances of the Little Traverse Bay Bands of Odawa Indians, such phrase, provision, part, paragraph, subsection or section shall be considered to stand alone and to be deleted from this policy, the entirety of the balance of the policy to remain in full and binding force and effect.

SECTION VII. EFFECTIVE DATE

Effective upon approval of a majority vote of the Tribal Council.